CONSERVATION AND DEVELOPMENT

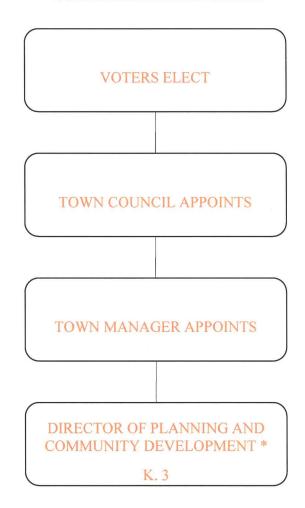
PROGRAM DESCRIPTION

Activities related to the regulation of community growth and development, including Planning, Zoning, and Inland Wetlands are included in this Department.

PERSONNEL AND EXPENDITURES

| | 2012/ | 2013/ | 2014/ | 2015/ | 2016/ | \$ | % |
|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|----------|
| | 2013 | 2014 | 2015 | 2016 | 2017 | Inc/(Dec) | Inc/-Dec |
| Full-Time Positions | 3 | 3 | 3 | 3 | 3 | 0 | 0.00% |
| Expenditures | \$577,030 | \$600,860 | \$613,769 | \$636,900 | \$633,600 | (\$3,300) | -0.52% |

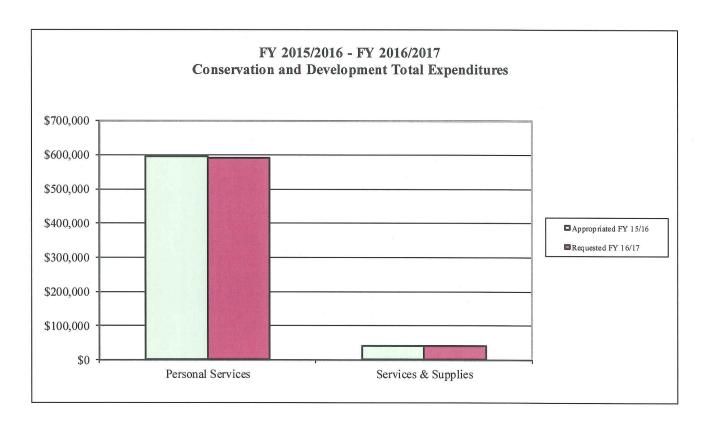
CONSERVATION AND DEVELOPMENT ORGANIZATIONAL CHART



^{*} Acts as Inland Wetlands Enforcement Officer and Zoning Enforcement Officer

REQUESTED BUDGET SUMMARY CONSERVATION AND DEVELOPMENT

| | Appropriated FY 2015/2016 | Requested FY 2016/2017 | Adopted FY 2016/2017 | Inc/(Dec) \$ | Inc/-Dec % |
|---|---------------------------|------------------------|----------------------|--------------|---------------|
| Planning | | | | 2201 (200) | 1110, 200 , 0 |
| Total Personal Services | \$426,261 | \$419,352 | TBD | (\$6,909) | -1.62% |
| Total Services & Supplies | \$27,226 | \$27,960 | TBD | \$734 | 2.70% |
| Total Planning | \$453,487 | \$447,312 | TBD | (\$6,175) | -1.36% |
| Zoning Board of Appeals | | | | | |
| Total Personal Services | \$10,882 | \$7,102 | TBD | (\$3,780) | -34.74% |
| Total Services & Supplies | \$3,105 | \$3,105 | TBD | \$0 | 0.00% |
| Total Zoning Board of Appeals | \$13,987 | \$10,207 | TBD | (\$3,780) | -27.03% |
| Inland Wetlands | | | | | |
| Total Personal Services | \$158,094 | \$165,256 | TBD | \$7,162 | 4.53% |
| Total Services & Supplies | \$11,332 | \$10,825 | TBD | (\$507) | -4.47% |
| Total Inland Wetlands | \$169,426 | \$176,081 | TBD | \$6,655 | 3.93% |
| Total Personal Services | \$595,237 | \$591,710 | TBD | (\$3,527) | -0.59% |
| Total Services and Supplies | \$41,663 | \$41,890 | TBD | \$227 | 0.54% |
| Total Conservation and Development | \$636,900 | \$633,600 | TBD | (\$3,300) | -0.52% |





<u>471.01</u> <u>PLANNING</u>

PROGRAM DESCRIPTION

The Division of Planning prepares plans, reports and recommendations in order to guide the future development of the community. The Department serves various Town agencies, civic groups, developers, and the general public by offering advice, interpreting and clarifying Town regulations, and explaining Town polices. The Planning and Zoning Commission helps to assure the orderly physical growth and development of the Town by establishing a Plan of Conservation and Development, as well as Zoning, Subdivision, and Aquifer Protection Regulations. The Director of Planning and Community Development serves as Staff to the Planning and Zoning Commission.

PROGRAM COMMENTARY

No new programs or significant line-item changes are reflected in the budget for fiscal year 2016/2017.

| WORKLOAD MEASURES | 2012/ 2013 | 2013/ 2014 | 2014/ 2015 | Est. 2015/ 2016 | Proj. 2016/ 2017 |
|-------------------------------------|---------------|---------------|---------------|--------------------|---------------------|
| Meetings | | | | | |
| Public Hearings | 29 | 49 | 37 | 37 | 37 |
| Meetings | 17 | 16 | 12 | 15 | 15 |
| Applications | 48 | 48 | 51 | 51 | 51 |
| Subdivisions | 8 | 5 | 1 | 1 | 1 |
| Special Exceptions | 18 | 22 | 19 | 19 | 19 |
| Site Development Plans | 14 | 10 | 16 | 16 | 16 |
| Regulation Changes | 2 | 0 | 4 | 4 | 4 |
| Zone Changes | 1 | 1 | 3 | 3 | 3 |
| Staff Approvals | 5 | 10 | 8 | 8 | 8 |
| Miscellaneous | | | | | |
| Commercial/Industrial Site Plan | | | | | |
| Approvals – Sq. Footage | 53,000 | 63,000 | 24,000 | 24,000 | 24,000 |
| Subdivision Lots Approved | 19 | 46 | 3 | 3 | 3 |
| Total Residential Units Approved | 19 | 46 | 3 | 3 | 3 |
| Acres of Open Space Acquired | 1 | 13 | 0 | 0 | 0 |
| Fees in Lieu of Open Space | \$27,000 | \$56,500 | \$20,000 | \$20,000 | \$20,000 |
| Zoning Permits Issued | 567 | 604 | 752 | 752 | 752 |
| Pages of Minutes | 206 | 210 | 219 | 219 | 219 |
| Sign/Zoning Violations Investigated | 140 | 137 | 141 | 141 | 141 |
| Temporary Sign Permits Issued | 115 | 117 | 123 | 123 | 123 |
| PERSONNEL | | | | | |
| Full-time / Part-time | 3 / 2 | 3 / 2 | 3 / 2 | 3 / 2 | 3 / 2 |

PROGRAM OBJECTIVES

- Provide professional and technical expertise to land use regulatory boards, the general public, and design professionals
- Ensure compliance with Zoning, Subdivision and Aquifer Protection Regulations and the Plan of Conservation and Development
- Meet with applicants and consultants
- Organize and conduct regular staff meetings and coordinate the interdepartmental review of all land use applications
- Prepare staff reports/recommendations for land use boards
- Attend meetings and prepare meeting agendas, minutes and public legal notices

PERFORMANCE MEASURES

The Planning Division's work is linked to two of the Town's long-term programmatic goals:

- To provide continuity in planning and development by using an approach toward guiding growth as it naturally occurs, rather than artificially blocking or stimulating development
- To ensure long-term fiscal stability and programmatic effectiveness by providing professional management of the Town's programs and finances

In support of these goals, the Division seeks to:

- Process 100% of all applications such that there are no appeals on grounds related to procedural defects.
- Administer Town land use regulations in a manner that balances the need for housing, transportation, and economic growth with private property rights, resulting in an overall quality of life ranked good/excellent by 95% of residents.

Town of Avon Town Manager's Budget Summary Fiscal Year 2016/2017

| Account and Description | 2015 Actual | 2016 Budget | 2016 Actual YTD | 2016 Est. Actual | Department <u>Head</u> | Town Manager | Town Council | Board of Finance | Inc/Dec | <u>%</u> |
|--------------------------------|----------------|----------------|--------------------|---------------------|---------------------------|--------------|--------------|---------------------|---------|----------|
| 7101 PLANNING | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | |
| WAGES & SALARIES | 224,433 | 238,291 | 179,335 | 20,595 | 224,370 | 223,898 | 0 | 0 | -14,393 | -6.04 |
| EMPLOYEE BENEFITS | 43,995 | 49,533 | 27,026 | 15,070 | 54,588 | 51,342 | 0 | 0 | 1,809 | 3.65 |
| _Total_PERSONAL SERVICES | 268,428 | 287,824 | 206,361 | 35,665 | 278,958 | 275,240 | 0 | 0 | -12,584 | -4 |
| | | | | | | | | | | |
| SERVICES & SUPPLIES | | | | | | | | | | |
| EMPLOYEE BENEFITS | 154,927 | 145,073 | 101,354 | 91,936 | 137,313 | 144,112 | 0 | 0 | -961 | -0.66 |
| AUTO ALLOWANCE | 876 | 1,000 | 0 | , | 1,000 | 1,000 | 0 | | 0 | 0.00 |
| TRAVEL & MEETING EXP | 1,129 | 1,150 | 0 | • | 1,150 | 1,150 | 0 | 0 | 0 | 0.00 |
| ADVERTISING | 3,913 | 3,000 | 1,179 | | 3,000 | 3,000 | 0 | 0 | 0 | 0.00 |
| MEMBERSHIP FEES | 545 | 610 | 500 | 610 | 610 | 610 | 0 | 0 | 0 | 0.00 |
| BOOKS & PERIODICALS | 200 | 200 | 173 | 200 | 950 | 950 | 0 | 0 | 750 | 375.00 |
| RECRUITMENT & TRAINING | 2,254 | 2,400 | 1,118 | 2,400 | 3,900 | 3,900 | 0 | 0 | 1,500 | 62.50 |
| UTILITIES | 628 | 700 | 296 | 700 | 700 | 700 | . 0 | 0 | 0 | 0.00 |
| CONTRACTUCTUAL SERV & PRINTING | 4,500 | 21,000 | 10,832 | 9,000 | 12,000 | 12,000 | 0 | 0 | -9,000 | -42.86 |
| RENTALS | 1,968 | 1,800 | 1,001 | 1,800 | 1,800 | 1,800 | 0 | 0 | 0 | 0.00 |
| EQUIPMENT OPER & MAINT | 3,039 | 5,266 | 2,066 | 5,266 | 750 | 750 | 0 | 0 | -4,516 | -85.76 |
| POSTAGE | 403 | 1,100 | 62 | 1,100 | 1,100 | 1,100 | 0 | 0 | 0 | 0.00 |
| MATERIALS AND SUPPLIES | 1,238 | 1,000 | 983 | 1,000 | 1,000 | 1,000 | 0 | 0 | 0 | 0.00 |
| _Total_SERVICES & SUPPLIES | 175,620 | 184,299 | 119,564 | 119,162 | 165,273 | 172,072 | 0 | 0 | -12,227 | |
| _Total_7101 PLANNING | 444,048 | 472,123 | 325,925 | 154,827 | 444,231 | 447,312 | 0 | 0 | -24,811 | -5 |

Town of Avon Town Manager's Budget Detail Fiscal Year 2016/2017

| Account# | Description | 2015 <u>Actual</u> | 2016 <u>Budget</u> | 2016 Actual YTD | 2016 Est. Actual | Department <u>Head</u> | Town Manager | Town Council | Board of Finance | Inc/Dec | <u>%</u> |
|---|---|---|--|---|--|---|---|---|---|---|---|
| 01-7101-51011 01-7101-51031 01-7101-51032 01-7101-51033 01-7101-51033 01-7101-51036 01-7101-51038 01-7101-51039 01-7101-51039 01-7101-51039 01-7101-52101 01-7101-52111 01-7101-52112 01-7101-52113 01-7101-52132 01-7101-52131 01-7101-52131 01-7101-52131 01-7101-52141 Reguesting \$750 for Text books and | REG FULL TIME REG PART TIME FICA RETIREMENT HOSPITALIZATION DENTAL INS WORK COMP DEFINED CONTRIBUTION RETIREE HEALTH LIFE/LTD INSURANCE ANNUAL ALLOTMENT MILEAGE & TOLLS LODGING MEALS ADVERTISING-LEGAL FEES-PROFESSIONAL FEES-STATE OR REGION BOOKS & PERIODICALS | 224,433 0 17,591 93,962 57,856 2,459 13,155 595 3,900 876 800 329 3,913 455 90 200 | 215,500 22,791 18,810 97,991 41,344 2,544 2,613 13,313 15,070 581 2,340 1,000 800 350 3,000 500 110 200 | 158,740 20,595 15,305 97,424 0 1,259 2,319 9,321 0 352 2,400 0 0 1,179 500 0 0 1,179 | 0 0 20,595 0 0 91,355 0 0 0 0 0 15,070 1 0 0 0 15,070 3 0 0 0 1,000 350 3,000 1100 200 | 224,370 0 17,774 100,306 30,346 2,603 3,448 14,488 19,986 610 2,340 1,000 800 350 3,000 500 110 | 223,898 0 17,738 93,670 43,618 2,603 3,611 14,488 16,776 610 2,340 1,000 800 350 3,000 500 110 950 | 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | 8,398 -22,791 -1,072 -4,321 2,274 59 998 1,175 1,706 0 0 0 0 0 7550 | 3.90 -100.00 -5.70 -4.41 5.50 2.32 38.19 8.83 11.32 4.99 0.00 0.00 0.00 0.00 0.00 0.00 0.00 375.00 |
| MISC IT and planning software, as requested by Director of Planning 01-7101-52155 Requesting \$1,500 for misc conferences | PROFESSIONAL DEVELOPMENT | 2,254 | 2,400 | 1,118 | 2,400 | 3,900 | 3,900 | 0 | 0 | 1,500 | 62.50 |
| and meetings, per Director of Planning See separate sheet included in budget package "Misc Conferences meeting and Webinar Costs" 01-7101-52176 | TELEPHONE | 628 | 700 | 296 | 700 | 700 | 700 | 0 | 0 | 0 | 0.00 |
| 01-7101-52181 Additional \$3K requested for printing of 2016 POCD books/maps. There are large format colored maps that are very costly to print. | PRINTING | 500 | 2,000 | 0 | 2,000 | 5,000 | 5,000 | 0 | 0 | 3,000 | 150.00 |
| 01-7101-52184 | SERVICE & CONSULTANT | 4,000 | 19,000 | 10,832 | 7,000 | 7,000 | 7,000 | 0 | 0 | -12,000 | -63.16 |
| 01-7101-52193 01-7101-52205 01-7101-52206 Beginning FY 16/17, line item has been consolidated to account 01-1920-52206, IT Computer Operations. | COPIER OFFICE MACHINERY MAI COMPUTER OPERATION | 1,968 707 732 | 1,800 750 766 | 1,001 196 470 | 1,800 750 766 | 1,800 750 0 | 1,800 750 0 | 0 0 0 | 0 | 0 0 -766 | |
| 01-7101-52207 Beginning FY 16/17, consolidation of all GIS Development Accts, 52207, rolled into 01-3501-52207, under Engineering Dept. | GIS - GEOGRAPHIC INFORMATION SYSTEM | 1,600 | 3,750 | 1,400 | 3,750 | 0 | 0 | 0 | 0 | -3,750 | -100.00 |
| 01-7101-52221 01-7101-52231 | POSTAGE OFFICE SUPPLIES _Total_PLANNING & ZONING | 403 1,238 444,048 | 1,100 1,000 472,123 | 62 983 325,925 | 1,100 1,000 154,827 | 1,100 1,000 444,231 | 1,100 1,000 447,312 | 0 | 0 | 0 0 -24,811 | |
| | _Total_7101 PLANNING | 444,048 | 472,123 | 325,925 | 154,827 | 444,231 | 447,312 | 0 | 0 | -24,811 | -5 |

| Account | Position Description | Employee | <u>%</u> | Step | <u>Hours</u> | HR Rate | <u>Annual</u> | <u>Total</u> |
|---------------|-----------------------------|---------------------|----------|------|--------------|---------|---------------|--------------|
| 7101 | | | | | | | | |
| 01-7101-51011 | CAD/GIS Manager | Sandra-Jean Wallace | 25% | 11E | 488 | 43.0546 | 83,956 | 20,989 |
| 01-7101-51011 | Clerk Planning | Clerk | 100% | | | | , | 1,500 |
| 01-7101-51011 | Dir Plan & Comm Dev | Hiram Peck III | 80% | UP | 1,560 | 60.3013 | 117,588 | 94,070 |
| 01-7101-51011 | Plan & Comm Dev Spec | John Mccahill | 50% | UP | 975 | 45.1876 | 88,116 | 44,058 |
| 01-7101-51011 | Planning Aide | Linda Sadlon | 100% | 8E | 1,950 | 31.6828 | 61,781 | 61,781 |
| 01-7101-51011 | Building Official | James Sansone | | | | | | 1,500 |
| 01-7101-51011 | | | | | | | | 223,898 |
| 01-7101-52101 | Car Allotment | Hiram Peck III | | | | | | 1,040 |
| 01-7101-52101 | Car Allotment | John McCahill | | | | | | 1,300 |
| 01-7101-52101 | | | | | | | | 2,340 |
| Total 7101 | | | | | | | | 226,238 |

471.03 ZONING BOARD OF APPEALS

PROGRAM DESCRIPTION

The Zoning Board of Appeals consists of five (5) regularly-elected members, and three (3) appointed alternate members. The powers and duties of the Zoning Board of Appeals are:

- 1. To hear and decide appeals on decisions of the Zoning Enforcement Officer.
- 2. To determine and vary the application of the Zoning Regulations in harmony with their general purpose and intent.
- 3. Serve as Agent for the State Motor Vehicle Department in conducting hearings and act on applications for limited and general repairers' licenses and locations thereof.

The Planning and Community Development Specialist serves as Staff to the Zoning Board of Appeals.

PROGRAM COMMENTARY

No major changes are reflected in the budget for fiscal year 2016/2017.

PERFORMANCE MEASURES

| WORKLOAD MEASURES | 2012/ 2013 | 2013/ 2014 | 2014/ 2015 | Est. 2015/ 2016 | Proj. 2016/ 2017 |
|------------------------|---------------|---------------|---------------|--------------------|---------------------|
| Meetings | 10 | 8 | 8 | 10 | 10 |
| Public Hearings | 10 | 8 | 8 | 10 | 10 |
| Applications Processed | 17 | 15 | 12 | 12 | 12 |
| Pages of Minutes | 38 | 24 | 20 | 20 | 20 |

Town of Avon Town Manager's Budget Summary Fiscal Year 2016/2017

| Account and Description | 2015 Actual | 2016 Budget | 2016 Actual YTD | 2016 Est. Actual | Department <u>Head</u> | Town Manager | Town Council | Board of Finance | Inc/Dec | <u>%</u> |
|--|--|---|---|---|---|--------------|----------------------------|---------------------|-----------------------|---|
| 7103 ZONING BD OF APPE | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | |
| WAGES & SALARIES | 10,802 | 10,060 | 0 | 0 | 10,264 | 6,549 | 0 | 0 | -3,511 | -34.90 |
| EMPLOYEE BENEFITS | 222 | 770 | 0 | 0 | 785 | 501 | 0 | 0 | -269 | -34.94 |
| _Total_PERSONAL SERVICES | 11,024 | 10,830 | 0 | 0 | 11,049 | 7,050 | 0 | 0 | -3,780 | -35 |
| SERVICES & SUPPLIES EMPLOYEE BENEFITS AUTO ALLOWANCE TRAVEL & MEETING EXP ADVERTISING MEMBERSHIP FEES BOOKS & PERIODICALS RECRUITMENT & TRAINING RENTALS POSTAGE | 44 0 100 1,790 90 21 0 200 239 | 52 70 190 1,800 100 70 275 200 | 35 0 0 660 0 0 0 0 | 38 70 190 1,800 100 70 275 200 | 57 70 190 1,800 100 70 275 200 | 70 | 0 0 0 0 0 0 | | 0 0 0 0 0 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 |
| MATERIALS AND SUPPLIES | 98 | 100 | . 0 | 100 | 100 | 100 | 0 | 0 | 0 | 0.00 |
| _Total_SERVICES & SUPPLIES | 2,582 | 3,157 | 739 | 3,143 | 3,162 | 3,157 | 0 | 0 | 0 | 0 |
| _Total_7103 ZONING BD OF APPEALS | 13,606 | 13,987 | 739 | 3,143 | 14,211 | 10,207 | 0 | 0 | -3,780 | -27 |

Town of Avon Town Manager's Budget Detail Fiscal Year 2016/2017

| | | 2015 | 2016 | 2016 | 2016 | Department | Town | Town | Board | | |
|---------------|---------------------------------|--------|--------|------------|-------------|------------|---------|---------|------------|---------|----------|
| Account# | Description | Actual | Budget | Actual YTD | Est. Actual | Head | Manager | Council | of Finance | Inc/Dec | <u>%</u> |
| 01-7103-51012 | REG PART TIME | 10,802 | 10,060 | 0 | 0 | 10,264 | 6,549 | n | 0 | -3.511 | -34.90 |
| 01-7103-51031 | FICA | 222 | 770 | Ô | 0 | 785 | 501 | 0 | 0 | -269 | -34.94 |
| 01-7103-51036 | WORK COMP | 5 | 14 | 12 | 0 | 17 | 12 | 0 | 0 | -2 | -14.29 |
| 01-7103-51040 | LIFE/LTD INSURANCE | 39 | 38 | 23 | 38 | | 40 | 0 | Ō | 2 | 5.26 |
| 01-7103-52111 | MILEAGE & TOLLS | 0 | 70 | 0 | 70 | 70 | 70 | 0 | 0 | 0 | 0.00 |
| 01-7103-52112 | LODGING | 100 | 100 | 0 | 100 | 100 | 100 | 0 | 0 | 0 | 0.00 |
| 01-7103-52113 | MEALS | 0 | 90 | 0 | 90 | 90 | 90 | 0 | 0 | 0 | 0.00 |
| 01-7103-52122 | ADVERTISING-LEGAL | 1,790 | 1,800 | 660 | 1,800 | 1,800 | 1,800 | 0 | 0 | 0 | 0.00 |
| 01-7103-52132 | FEES-STATE OR REGION | 90 | 100 | 0 | 100 | 100 | 100 | 0 | 0 | 0 | 0.00 |
| 01-7103-52141 | BOOKS & PERIODICALS | 21 | 70 | 0 | 70 | 70 | 70 | 0 | 0 | 0 | 0.00 |
| 01-7103-52155 | PROFESSIONAL DEVELOPMENT | 0 | 275 | 0 | 275 | 275 | 275 | 0 | 0 | 0 | 0.00 |
| 01-7103-52193 | COPIER | 200 | 200 | 0 | 200 | 200 | 200 | 0 | 0 | 0 | 0.00 |
| 01-7103-52221 | POSTAGE | 239 | 300 | 44 | 300 | 300 | 300 | 0 | 0 | 0 | 0.00 |
| 01-7103-52231 | OFFICE SUPPLIES | 98 | 100 | 0 | 100 | 100 | 100 | 0 | 0 | . 0 | 0.00 |
| | _Total_PLANNING & ZONING | 13,606 | 13,987 | 739 | 3,143 | 14,211 | 10,207 | 0 | 0 | -3,780 | -27 |
| | Total 7103 ZONING BD OF APPEALS | 13,606 | 13,987 | 739 | 3,143 | 14,211 | 10,207 | 0 | 0 | -3,780 | -27 |

Town of Avon Personnel Wage Analysis

| Account | Position Description | Employee | <u>%</u> | Step | <u>Hours</u> | HR Rate | Annual | <u>Total</u> |
|---|--------------------------------|-----------------------------------|--------------|------|--------------|---------|--------|--------------------------------|
| 7103 01-7103-51012 01-7103-51012 01-7103-51012 | Admin Secretary I Clerk ZBA | Administrative Secretary Clerk | 100% 100% | 6A | | 23.7529 | 5,549 | 5,549 1,000 6,549 |
| Total 7103 | | | | | | | | 6.549 |

472.03 INLAND WETLANDS

PROGRAM DESCRIPTION

The Inland Wetlands Commission is responsible for developing and administering regulations adopted under the provisions of the State Inland Wetlands and Watercourses Act. The Commission, with assistance from the Department of Planning and Community Development, oversees regulated activities within wetland areas. The Commission is comprised of seven members appointed by the Town Council for four-year overlapping terms. The Inland Wetland Budget funds the operation of the Inland Wetlands Commission, a regulatory agency mandated by State Law and includes the staffing of the agency and related expenditures. The Planning and Community Development Specialist serves as Staff to the Inland Wetlands Commission.

PROGRAM COMMENTARY

Conservative projections were used in estimating revenues for fiscal year 2016/2017. No program changes were proposed.

PROGRAM PERFORMANCE MEASURES

| WORKLOAD MEASURES | 2012/ 2013 | 2013/ 2014 | 2014/ 2015 | Est. 2015/ 2016 | Proj. 2016/ 2017 |
|---|---------------|---------------|---------------|--------------------|---------------------|
| Meetings | 8 | 8 | 10 | 8 | 10 |
| Public Hearings | 3 | 2 | 3 | 1 | 1 |
| Regular Meetings | 8 | 8 | 9 | 7 | 9 |
| Special Meetings | 0 | 0 | 1 | 1 | 1 |
| Enforcement Actions | 1 | 1 | 1 | 1 | 1 |
| Applications | 8 | 11 | 4 | 4 | 4 |
| Pages of Minutes | 93 | 92 | 115 | 93 | 93 |
| Active Sites Requiring Routine Inspections* | 18 | 14 | 11 | 11 | 11 |
| Conservation Restrictions # of Parcels/ # of Acres | 1.1 | 6.9 | 0.37 | 2 | 2 |

^{* &}quot;Sites" include large projects/subdivisions such as Bridgewater, Eagle View Estates, Weatherstone, Fairway Ridge, Stratford Crossing, Oakland Developers LLC, West Hills, Chidsey Road/Reverknolls, and the Avon Water Co, which have a number of lots and regulated activities.

PROGRAM OBJECTIVES

- Meet with applicants and consultants
- Prepare professional reports
- Attend meetings
- Conduct inspections to ensure compliance
- Prepare meeting agendas, minutes and public legal notices
- Enforce regulations and conduct investigations as needed

Town of Avon Town Manager's Budget Summary Fiscal Year 2016/2017

| 2015 <u>Actual</u> | 2016 <u>Budget</u> | 2016 Actual YTD | 2016 Est. Actual | Department <u>Head</u> | Town Manager | Town Council | Board of Finance | Inc/Dec | <u>%</u> |
|-----------------------|---|--|--|---|--|--|--|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| 88,991 | 91,959 | 52,200 | 44,058 | 94,891 | 94,891 | 0 | 0 | 2,932 | 3.19 |
| 23,161 | 26,360 | 6,231 | 15,070 | 31,800 | 28,590 | 0 | 0 | 2,230 | 8.46 |
| 112,152 | 118,319 | 58,431 | 59,128 | 126,691 | 123,481 | 0 | 0 | 5,162 | 4 |
| | | | | | | | | | |
| | | | | | | | | | |
| 41,656 | 41,597 | 28,286 | 25,282 | 43,520 | 41,775 | 0 | 0 | 178 | 0.43 |
| 0 | 250 | 0 | 250 | 250 | 250 | 0 | 0 | 0 | 0.00 |
| 272 | 600 | 0 | 600 | 600 | 600 | 0 | 0 | 0 | 0.00 |
| 351 | 800 | 173 | 800 | 800 | 800 | 0 | 0 | 0 | 0.00 |
| 1,200 | 3,010 | 3,010 | 3,010 | 3,010 | 3,010 | 0 | 0 | 0 | 0.00 |
| 0 | 100 | 0 | 100 | 100 | 100 | 0 | 0 | 0 | 0.00 |
| 250 | 425 | 250 | 425 | 425 | 425 | 0 | 0 | 0 | 0.00 |
| 2,500 | 2,500 | 0 | 2,500 | 2,500 | 2,500 | 0 | 0 | 0 | 0.00 |
| 108 | 300 | 17 | 300 | 300 | 300 | 0 | 0 | 0 | 0.00 |
| 703 | 807 | 311 | 807 | 300 | 300 | 0 | 0 | -507 | -62.83 |
| 469 | 1,500 | 33 | 1,500 | 1,500 | 1,500 | 0 | 0 | 0 | 0.00 |
| 1,071 | 1,040 | 0 | 1,040 | 1,040 | 1,040 | 0 | 0 | 0 | 0.00 |
| 48,580 | 52,929 | 32,080 | 36,614 | 54,345 | 52,600 | 0 | 0 | -329 | -1 |
| 160.732 | 171.248 | 90.511 | 95.742 | 181 036 | 176.081 | 0 | 0 | 4.833 | 3 |
| | 88,991 23,161 112,152 41,656 0 272 351 1,200 0 250 2,500 108 703 469 1,071 | 88,991 91,959 23,161 26,360 112,152 118,319 41,656 41,597 0 250 272 600 351 800 1,200 3,010 0 100 250 425 2,500 2,500 108 300 703 807 469 1,500 1,071 1,040 48,580 52,929 | Actual Budget Actual YTD 88,991 91,959 52,200 23,161 26,360 6,231 112,152 118,319 58,431 41,656 41,597 28,286 0 250 0 272 600 0 351 800 173 1,200 3,010 3,010 0 100 0 250 425 250 2,500 2,500 0 108 300 17 703 807 311 469 1,500 33 1,071 1,040 0 48,580 52,929 32,080 | Actual Budget Actual YTD Est. Actual 88,991 91,959 52,200 44,058 23,161 26,360 6,231 15,070 112,152 118,319 58,431 59,128 41,656 41,597 28,286 25,282 0 250 0 250 272 600 0 600 351 800 173 800 1,200 3,010 3,010 3,010 250 425 250 425 2,500 2,500 0 2,500 108 300 17 300 703 807 311 807 469 1,500 33 1,500 1,071 1,040 0 1,040 48,580 52,929 32,080 36,614 | Actual Budget Actual YTD Est. Actual Head 88,991 91,959 52,200 44,058 94,891 23,161 26,360 6,231 15,070 31,800 112,152 118,319 58,431 59,128 126,691 41,656 41,597 28,286 25,282 43,520 0 250 0 250 250 272 600 0 600 600 351 800 173 800 800 1,200 3,010 3,010 3,010 3,010 250 425 250 425 425 2,500 2,500 0 2,500 2,500 108 300 17 300 300 703 807 311 807 300 469 1,500 33 1,500 1,040 1,071 1,040 0 1,040 1,040 48,580 52,929 32,080 | Actual Budget Actual YTD Est. Actual Head Town Manager 88,991 91,959 52,200 44,058 94,891 94,891 23,161 26,360 6,231 15,070 31,800 28,590 112,152 118,319 58,431 59,128 126,691 123,481 41,656 41,597 28,286 25,282 43,520 41,775 0 250 0 250 250 250 272 600 0 600 600 600 351 800 173 800 800 800 1,200 3,010 3,010 3,010 3,010 3,010 0 100 0 100 100 100 100 250 425 425 425 425 425 2,500 2,500 2,500 2,500 2,500 30 300 108 300 17 300 300 30 | Actual Budget Actual YTD Est. Actual Head Town Manager Town Council 88,991 91,959 52,200 44,058 94,891 94,891 0 23,161 26,360 6,231 15,070 31,800 28,590 0 112,152 118,319 58,431 59,128 126,691 123,481 0 41,656 41,597 28,286 25,282 43,520 41,775 0 0 250 0 250 250 250 0 272 600 0 600 600 600 0 351 800 173 800 800 800 0 1,200 3,010 3,010 3,010 3,010 3,010 0 1,200 3,010 3,010 3,010 3,010 0 0 250 425 425 425 0 0 0 250 425 425 425 425 | Actual Budget Actual YTD Est. Actual Head Town Manager Town Council of Finance 88,991 91,959 52,200 44,058 94,891 94,891 0 0 23,161 26,360 6,231 15,070 31,800 28,590 0 0 112,152 118,319 58,431 59,128 126,691 123,481 0 0 41,656 41,597 28,286 25,282 43,520 41,775 0 0 272 600 0 250 250 250 0 0 272 600 0 600 600 600 0 0 351 800 173 800 800 800 0 0 1,200 3,010 3,010 3,010 3,010 3,010 3,010 0 0 2,500 425 250 425 425 425 0 0 2,500 2,500 | Actual Budget Actual YTD Est. Actual Head Town Manager Town Council of Finance Inc/Dec 88,991 91,959 52,200 44,058 94,891 94,891 0 0 2,932 23,161 26,360 6,231 15,070 31,800 28,590 0 0 2,230 112,152 118,319 58,431 59,128 126,691 123,481 0 0 5,162 41,656 41,597 28,286 25,282 43,520 41,775 0 0 178 0 250 0 250 250 250 0 0 0 272 600 0 600 600 600 0 0 0 0 351 800 173 800 800 800 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 |

Town of Avon Town Manager's Budget Detail Fiscal Year 2016/2017

| | | Actual | Budget | Actual YTD | Est. Actual | Head | Town <u>Manager</u> | Town Council | Board of Finance | inc/Dec | <u>%</u> |
|---|--------------------------------------|---------|---------|------------|-------------|---------|------------------------|-----------------|---------------------|---------|----------|
| 01-7203-51011 | REG FULL TIME | 68,370 | 65,088 | 38,076 | 44,058 | 67,576 | 67,576 | 0 | 0 | 2,488 | 3.82 |
| 01-7203-51012 | REG PART TIME | 20,621 | 26,871 | 14,124 | 0 | 27,315 | 27,315 | 0 | 0 | 444 | 1.65 |
| 01-7203-51031 | FICA | 6,928 | 6,951 | 3,982 | 0 | 7,164 | 7,164 | 0 | 0 | 213 | 3.06 |
| 01-7203-51032 | RETIREMENT | 25,797 | 26,903 | 26,713 | 25,081 | 27,538 | 25,717 | 0 | 0 | -1,186 | -4.41 |
| 01-7203-51033 | HOSPITALIZATION | 14,927 | 12,537 | 0 | 0 | 13,226 | 13,226 | 0 | 0 | 689 | 5.50 |
| 01-7203-51034 | DENTAL INS | 697 | 862 | 480 | 0 | 882 | 882 | 0 | 0 | 20 | 2.32 |
| 01-7203-51036 | WORK COMP | 29 | 1,094 | 971 | 0 | 1,663 | 1,739 | 0 | 0 | 645 | 58.96 |
| 01-7203-51038 | DEFINED CONTRIBUTION | 1,778 | 2,779 | 1,449 | 0 | 3,090 | 3,090 | 0 | 0 | 311 | 11.19 |
| 01-7203-51039 | RETIREE HEALTH | 13,155 | 15,070 | 0 | 15,070 | 19,986 | 16,776 | 0 | 0 | 1,706 | 11.32 |
| 01-7203-51040 | LIFE/LTD INSURANCE | 206 | 201 | 122 | 201 | 211 | 211 | 0 | 0 | 10 | 4.98 |
| 01-7203-52101 | ANNUAL ALLOTMENT | 1,300 | 1,560 | 800 | 0 | 1,560 | 1,560 | 0 | 0 | 0 | 0.00 |
| 01-7203-52111 | MILEAGE & TOLLS | 0 | 250 | 0 | 250 | 250 | 250 | 0 | 0 | 0 | 0.00 |
| 01-7203-52112 | LODGING | 250 | 350 | 0 | 350 | 350 | 350 | 0 | 0 | 0 | 0.00 |
| 01-7203-52113 | MEALS | 22 | 250 | 0 | 250 | 250 | 250 | 0 | 0 | 0 | 0.00 |
| 01-7203-52122 | ADVERTISING-LEGAL | 351 | 800 | 173 | 800 | 800 | 800 | 0 | 0 | 0 | 0.00 |
| 01-7203-52132 | FEES-STATE OR REGION | 1,200 | 3,010 | 3,010 | 3,010 | 3,010 | 3,010 | 0 | 0 | 0 | 0.00 |
| 01-7203-52141 | BOOKS & PERIODICALS | 0 | 100 | 0 | 100 | 100 | 100 | 0 | 0 | 0 | 0.00 |
| 01-7203-52155 | PROFESSIONAL DEVELOPMENT | 250 | 425 | 250 | 425 | 425 | 425 | 0 | 0 | 0 | 0.00 |
| 01-7203-52184 | SERVICE & CONSULTANT | 2,500 | 2,500 | 0 | 2,500 | 2,500 | 2,500 | 0 | 0 | 0 | 0.00 |
| 01-7203-52193 | COPIER | 108 | 300 | 17 | 300 | 300 | 300 | 0 | 0 | 0 | 0.00 |
| 01-7203-52205 | OFFICE MACHINERY MAI | 300 | 300 | 0 | 300 | 300 | 300 | 0 | 0 | 0 | 0.00 |
| 01-7203-52206 | COMPUTER OPERATION | 403 | 507 | 311 | 507 | 0 | 0 | 0 | 0 | -507 | -100.00 |
| Beginning FY 16/17, line item has been consolidated to account 01-1920-52206, IT Computer Operations. | | | | | | | | | | | |
| 01-7203-52221 | POSTAGE | 469 | 1,500 | 33 | 1,500 | 1,500 | 1,500 | 0 | 0 | 0 | 0.00 |
| 01-7203-52231 | OFFICE SUPPLIES | 1,071 | 990 | 0 | 990 | 990 | 990 | 0 | 0 | 0 | 0.00 |
| 01-7203-52232 | MATERIALS AND TOOLS | 0 | 50 | 0 | 50 | 50 | 50 | 0 | 0 | 0 | 0.00 |
| | _Total_CONSERVATION & NAT'L RESOURC_ | 160,732 | 171,248 | 90,511 | 95,742 | 181,036 | 176,081 | 0 | 0 | 4,833 | 3 |
| | Total_7203 INLANDS WETLANDS | 160,732 | 171,248 | 90,511 | 95,742 | 181,036 | 176,081 | 0 | 0 | 4,833 | 3 |

Town of Avon Personnel Wage Analysis

| Account | Position Description | <u>Employee</u> | <u>%</u> | Step | <u>Hours</u> | HR Rate | Annual | <u>Total</u> |
|-------------------|----------------------------|-----------------------|----------|------|--------------|---------|---------|---------------|
| 7203 | | | | | | | | |
| 01-7203-51011 | Dir Plan & Comm Dev | Hiram Peck III | 20% | UP | 390 | 60.3013 | 117,588 | 23,518 |
| 01-7203-51011 | Plan & Comm Dev Spec | John McCahill | 50% | UP | 975 | 45.1876 | 88,116 | 44,058 |
| 01-7203-51011 | | | | | | | | 67,576 |
| | | | | | | | | |
| 01-7203-51012 | Administrative Secretary I | Judith Schwartz | 76% | 6E | 988 | 26.2190 | 34,086 | 25,905 |
| 01-7203-51012 | Clerk | Clerk Inland Wetlands | 100% | | | | | 1,410 |
| 01-7203-51012 | | | | | | | | 27,315 |
| 01-7203-52101 | Car Allotment | Hiram Peck III | | | | | | 260 |
| 01-7203-52101 | Car Allotment | John McCahill | | | | | | 1,300 |
| 01-7203-52101 | Cui i incui incui | | | | | | | 1,560 |
| | | | | | | | | 2,000 |
| Total 7203 | | | | | | | | <u>96,451</u> |

